

READING

# PUBLICATION

## LIST

### 1986

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# PUBLICATION LIST

1986

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## INTRODUCTION

### 1986 PUBLICATIONS LIST


This document has been updated to reflect the most current publications available through Central Support Services as well as specialized materials available through various Branches of the Department.

The Distribution of Alberta Education Documents, Policy, Guidelines and Procedures (D.O.A.E.D.) are reflected in this listing. To simplify usage of the listing, the publications have been separated by distributing responsibility areas (e.g. Central Support Services, Individual branches/units), etc. Content within each section is alphabetized, and priced where applicable.

An order form has been included in the document for optional use. If you choose to utilize the form to place publication orders, please duplicate the form.

The majority of items listed have been coded to reflect the document category definitions contained in the D.O.A.E.D.

- 01    **LEGAL** - provided free of charge. Reasonable order volume limits apply.
  
- 02    **SERVICE** - unless otherwise indicated, provided free of charge to authorized users eg: school superintendents or the designated officer of the requesting school jurisdiction. Reasonable order volume limits apply.
  
- 03    **INFORMATION** - unless otherwise indicated, provided free of charge to all requestors until stock is depleted. Reasonable order volume limits apply.



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# LIST OF PUBLICATIONS

Order from:

**Central Support Services**  
8th Floor, West Tower  
Devonian Building  
11160 - Jasper Avenue  
EDMONTON, Alberta  
T5K 0L2  
Phone: 427-7224

Category Number	Title	Grade Level	Price
02	Accounting 10 - 20 - 30 (1985)	10 - 12	\$ 2.50
	Alberta Cumulative Guidance Folders - per card	---	.10*
	- Envelopes and Inserts for Cumulative Guidance Folders - per 100	---	12.00*
	Alberta Student Record Cards - per 100	---	1.50*
	- Envelopes for Student Record Cards - per 100	---	2.00*
03	Alberta Education Energy Conservation Quarterly	information	N/C
03	An Audit of Selected Private School Programs (back issues)	information	N/C
03	Annual Report of the Department of Education	information	N/C
02	Anthropology (1976)	10 - 12	1.50
02	Art - Elementary (1986)	1 - 6	1.65
02	Art - Junior (1985)	7 - 9	4.15
02	Art 10 - 20 - 30 (1986)	10 - 12	TBA
02	Art 11 (Interim) 1985	10	N/C
02	Art 21 (Interim) 1985	11	N/C
03	Articulation Linkages: Children and Parents in Early/Basic Education	ECS - 3	N/C
03	A Study of Private Schools in Alberta	information	N/C
02	Autobody 12 - 22 - 32 (1982)	10 - 12	2.50
02	Automotives 12 - 22 - 32 (1982)	10 - 12	2.50
02	Basic Business 20 - 30 (1985)	10 - 12	2.50
02	Beauty Culture 12 - 22 - 32 (1984)	10 - 12	2.50
02	Biology 10 - 20 - 30 (1984)	10 - 12	2.00
02	Building Construction 12 - 22 - 32 (1984)	10 - 12	2.50
01	Building Quality Restoration Program 1984-88	legal	N/C
02	Business Education 10 - 20 - 30 (1985)	10 - 12	2.50
02	Chemistry 10 - 20 - 30 (1977)	10 - 12	2.50
02	Clothing and Textiles 10 - 20 - 30 (1984)	10 - 12	2.50
02	Communications 21A & 21B, Literature 21A - 21B (1971)	10 - 12	N/C
02	Computer Literacy (1983) Elementary	1 - 6	1.20
02	Computer Literacy (1984) Junior	7 - 9	1.10
02	Computer Literacy 10 (1984)	10	1.20
02	Computer Processing 10 - 20 - 30 (1985)	10 - 12	2.50
01	Controversial Issues	all grades	N/C

\* Prices apply to all requesting parties



Category Number	Title	Grade Level	Price
02	Daily Registers (Annually)	all grades	N/C
02	Dependent Handicapped (1983)	all levels	5.00
02	Drafting 12 - 22 - 32 (1982)	10 - 12	2.50
02	Drama Elementary (1985)	1 - 6	4.10
02	Driver Education and Traffic Safety 10 (1984)	10	1.50
03	Early Childhood Services (Brochure revised in 1982)	ECS - 3	N/C
03	Early Childhood Services Physical Development In-service Guide (1985)	ECS - 3	N/C
03	Early Childhood Services Program Highlights (Published four times in the school year)	ECS - 6	N/C
03	Early Childhood Services Learning Centres (1985)	ECS - 3	N/C
02	Economics (1977)	10 - 12	1.50
02	Educable Mentally Handicapped (1983)	all levels	21.00
03	Education Today (News Bulletin)	information	N/C
02	Electricity 12 - 22 - 32 (1982)	10 - 12	2.50
02	Electricity - Electronics 10 - 20 - 30 (1982)	10 - 12	2.50
02	Electricity - Electronics 12 - 22 - 32 (1982)	10 - 12	2.50
03	Energy Conservation Guidelines For New Schools	information	N/C
03	Executive Summary "Study of School Programs for Alberta Natives"	information	N/C
03	Final Report: Tolerance and Understanding (1984)	information	N/C
02	Focus on Learning (1985)	service	2.25
02	Food Preparation 12 - 22 - 32 (1982)	10 - 12	2.50
02	Food Studies 10 - 20 - 30 (1984)	10 - 12	2.50
02	Geography (1974)	10 - 12	1.50
01	Goals of Basic Education	all grades	1.00
02	Graphic Arts 12 - 22 - 32 (1982)	10 - 12	2.50
02	Guidelines for Early Childhood Services Language Programs (1982)	ECS	N/C
02	Health - Elementary (1983)	1 - 6	4.00
02	Health Services 12 - 22 - 32 (1982)	10 - 12	2.50
02	Hearing Impaired (1983)	all levels	11.00
03	Helping Children Learn through Field Experiences: a Guide for Parents (1982)	ECS - 3	N/C
03	Helping Your Child to Get the Most from the Early Years	ECS - 6	N/C
02	History (1976)	10 - 12	1.50
02	Horticulture 12 - 22 - 32 (1982)	10 - 12	2.50
02	How to Evaluate Your Early Childhood Services Program (1985)	ECS - 3	N/C
03	Human Development: The Early Years (1985)	ECS - 3	N/C
03	Initiation to Teaching Project	information	N/C
03	Interim Policy and Guidelines for the Use of Vacant School Space	information	N/C



Category Number	Title	Grade Level	Price
03	Inventory "Study of School Programs for Alberta Natives"	information	N/C
02	Junior High School Industrial Education (1982)	7 - 9	1.50
01	Junior-Senior High Handbook 1985-86	7 - 12	N/C
01	Junior-Senior High Handbook 1986-87	7 - 12	N/C
03	Jurisdiction List (1986)	information	N/C
02	Language Arts - Elementary (1978, Revised 1982, Reprinted 1985)	1 - 6	3.00
02	Language Arts - Junior (Revised 1982)	7 - 9	3.00
02	Language Arts - Senior (1982)	10 - 12	3.00
02	Law 20 - 30 (1985)	11 - 12	2.50
03	List of Approved Private Schools in Alberta	information	N/C
03	List of Approved Secondary Schools in Alberta 1985-86	information	1.50*
03	List of Operating Schools in Alberta 1985-86	information	2.50*
02	Machine Shop 12 - 22 - 32 (1982)	10 - 12	2.50
02	Marketing 20 - 30 (1984)	11 - 12	2.50
02	Materials 10 - 20 - 30 (1984)	10 - 12	2.50
02	Mathematics - Elementary (1982)	1 - 6	2.50
02	Mathematics - Junior (1978)	7 - 9	.50
02	Mathematics 10 - 20 - 30 (1983)	10 - 12	2.50
02	Mathematics 13 - 23 - 33 (1983)	10 - 12	2.10
02	Mathematics 15 - 25 (1982)	10 - 12	2.00
02	Mathematics 31 (1984)	10 - 12	2.25
03	Microcomputers in Alberta Schools	information	N/C
02	Music - Elementary (1977)	1 - 6	3.00
03	1984-88 Modernization Program Proposed Project Planning and Submission Guidelines - Draft Copy - November 20, 1985	information	N/C
03	1984-88 Modernization Program Proposed Project Planning and Submission Guidelines - Document II - Appendices - Draft Copy - November 22, 1985	information	N/C
02	Office Procedures 20 - 30 (1985)	11 - 12	2.50
03	Partners in Education	information	N/C
01	Program of Studies - Elementary (1982) Amendments 1983, 1984, 1985	1 - 6	N/C
01	Program of Studies - Junior (1982) Amendments 1984, 1985	7 - 9	N/C
01	Program of Studies - Senior (1978) Amendments 1979, 1980, 1981, 1982, 1983, 1984, 1985	10 - 12	N/C
01	Program of Studies - Special Education (1983)	all levels	N/C

\* Prices apply to all requesting parties



Category Number	Title	Grade Level	Price
03	Parent Involvement: An Opportunity for You	ECS - 3	N/C
02	Personal Living Skills 10 - 20 - 30	10 - 12	2.50
02	Philosophy (1976)	10 - 12	1.50
01	Philosophy, Goals and Program Dimensions (1984)	ECS - 3	N/C
02	Physical Education - Elementary (1983)	1 - 6	4.00
03	Physical and Health Education: A Survey of Provincial Curriculum (Sharon Mott)	information	N/C
02	Physics 10 - 20 - 30 (1977)	10 - 12	1.50
02	Piping 12 - 22 - 32 (1982)	10 - 12	2.50
02	Planning and Designing Computer Facilities		
02	Political Science (1976)	10 - 12	1.50
02	Power Technology 10 - 20 - 30 (1982)	10 - 12	2.50
03	Professional Resources Catalogue (1981)	information	N/C
01	Program Policy Manual	legal	3.75
02	Psychology 10 - 20 - 30 (1974)	10 - 12	1.50
02	Reading 10 (1970)	10	1.00
02	Related Mechanics 12 - 22 - 32 (1982)	10 - 12	2.50
02	Religious Studies (1974)	10 - 12	1.50
03	Review of Secondary Programs	information	N/C
03	School Buildings Branch Special Projects 1977-82	information	N/C
03	School Buildings Facilities Instructional and Non-Instructional Area Guidelines	information	N/C
01	School Buildings Regulation, 1984 and School Buildings Funding Order, 1984	legal	N/C
03	School Capital Policies, Regulations and Guidelines (Manual)	information	N/C
03	School Year Operation as Reported by School Systems	information	N/C
02	Science - Elementary (1983)	1 - 6	1.50
02	Science - Junior (1978)	7 - 9	1.50
02	Science 11 - Senior (1971)	10 - 12	1.50
03	Secondary Education in Alberta	information	N/C
03	Secondary Education Action Plan	information	N/C
02	Self-evaluation: A Handbook for Early Childhood Services Staff (1985)	ECS - 3	N/C
02	Sheet Metal 12 - 22 - 32 (1982)	10 - 12	2.50
02	Shorthand 20 - 30 (1985)	10 - 12	2.50
02	Social Studies (1981)	all grades	1.50
02	Sociology (1974)	10 - 12	1.50
02	Special Education Manual (1984)	all levels	2.00
02	Student Transfer Guide	---	N/C
02	Subject Guide to the Dewey Decimal Classification for Small Schools (1983)	all grades	N/C
03	Teacher Reference Manual for Learning Resources Identified as "Unacceptable" or "Problematic" During the Curriculum Audit for Tolerance and Understanding (1985)	information	N/C



Category Number	Title	Grade Level	Price
03	Technical Report "Study of School Programs For Alberta Natives"	information	N/C
02	Trainable Mentally Handicapped (1982)	all levels	26.00
02	Typewriting - Junior (1973)	7 - 9	1.00
02	Typewriting 10 - 20 - 30 (1985)	10 - 12	2.50
02	Visual Communications 10 - 20 - 30 (1982)	10 - 12	2.50
02	Visual Communications 12 - 22 - 32 (1982)	10 - 12	2.50
02	Visually Impaired (1982)	all levels	10.00
02	Welding 12 - 22 - 32 (1982)	10 - 12	2.50

## LANGUAGES

### Instructional Programs in French

02	Chimie 10 - 20 - 30 (1977)	10 - 12	1.50
03	Early Childhood Services (ECS) Programmes en Francais (brochure)	ECS	N/C
02	L'Education Physique à l'élémentaire	1 - 6	5.00
02	L'Hygiène à l'élémentaire	1 - 6	5.00
02	Le Français à l'élémentaire (1979)	1 - 6	3.00
02	Le Français au secondaire (1979)	7 - 9	3.00
02	Les Mathématiques Elementaire (1982)	1 - 6	3.00
02	Les Mathématiques Secondaire (1978)	7 - 9	1.50
02	Les Sciences à l'élémentaire (1983)	1 - 6	3.00
02	Les Sciences au secondaire (1978)	7 - 9	1.50
02	Mathématiques 10 - 20 - 30	10 - 12	3.00
02	Mathématiques 13 - 23 - 33	10 - 12	3.00
01	Philosophie, buts et dimensions des programmes (1984)	ECS - 3	N/C
01	Programme d'étude - élémentaire (1985)	1 - 6	N/C
01	Programme d'étude - secondaire (1983)	7 - 9	N/C
01	Programme d'étude - secondaire (1984)	10 - 12	N/C
02	Programme d'études sociales de l'Alberta (1981)	all grades	2.00
02	Recommandations pour les Programmes d'Early Childhood Services Bilingues ou d'Immersion	ECS	N/C

### Instructional Programs in Ukrainian

02	Language Arts (1982)	1 - 6	5.00
01	Program of Studies (1981)	1 - 6	N/C
02	Social Studies (1983)	1 - 6	2.25



Category Number	Title	Grade Level	Price
<b>Second Languages</b>			
<b>French</b>			
02	French as a Second Language in the Primary Grades	1 - 3	1.50
02	French 31 Supplement (1975)	12	.50
02	Nine-year (1980) - Amended 1985	4 - 12	2.00
02	Six-year (Two Parts 1980) - Amended 1985	7 - 12	2.00
02	Three-year (1980) - Amended 1985	10 - 12	2.00
<b>German</b>			
02	German 10 - 20 - 30 (1984)	10 - 12	2.75
02	German as a Second Language (1974)	all grades	1.00
<b>Italian</b>			
02	Three-year 10 - 20 - 30 (1985)	10 - 12	2.75
<b>Latin</b>			
02	Three-year 10 - 20 - 30 (1985)	10 - 12	1.50
<b>Spanish</b>			
02	Three-Year 10 - 20 - 30 (1982)	10 - 12	2.75
<b>Ukrainian</b>			
02	Three-Year 10 - 20 - 30 (1982)	10 - 12	3.00
02	Six-Year (1981)	7 - 12	2.00
<b>English as a Second Language</b>			
02	Guidelines and Suggestions for the Administration and Organization of Programs	all grades	2.50



**THE FOLLOWING PUBLICATIONS ARE AVAILABLE FROM:**

**Early Childhood Services**

5th Floor, East Tower  
Devonian Building  
11160 - Jasper Avenue  
EDMONTON, Alberta  
T5K 0L2  
Phone: 422-4872

- 03 Bibliography to accompany Philosophy, Goals and Program Dimensions (1984)
- 03 Parent Resource Inventory (1984) and Supplement (Summer, 1984)
- 03 Tot Talk Safetygrams (mailed with Early Childhood Services Program Highlights: available via request to Early Childhood Services Branch or directly from Alberta Safety Council, #201, 10526 - Jasper Avenue, Edmonton, Alberta, T5J 2W9)

**THE FOLLOWING PUBLICATIONS ARE AVAILABLE FROM:**

**Grants Administration**

7th Floor, West Tower  
Devonian Building  
11160 - Jasper Avenue  
EDMONTON, Alberta  
T5K 0L2  
Phone: 427-2053

- 01 Grant Claim Form (Annual) - Various
- 01 School Grants Manual (1984 - Revised 1985)
- Form 320A (Annual) Report of Enrolment by Sex, Grade and Age
- Form 333B (Annual) Summary of Enrolment

**THE FOLLOWING PUBLICATIONS ARE AVAILABLE FROM:**

**Interdepartmental Community School Committee**

2nd Floor, Edwards Building  
10053 - 111 Street  
EDMONTON, Alberta  
T5K 2H8  
Phone: 427-2037

- 03 Objectives of Community Schools (poster).
- 03 Animating Community Schools - annotated bibliography.
- 03 Aware - Community School Awareness
- 03 Beyond the Classroom Walls - pamphlet describing the 10 characteristics of community school.
- 03 Document 35R2 - working paper based on the Interdepartmental Community School Committee, Alberta Community School Programme Position.
- 03 Synopsis - overview of the Alberta Community School Programme Position.



THE FOLLOWING PUBLICATIONS ARE AVAILABLE FROM:

Language Services Branch  
2nd Floor, West Tower  
Devonian Building  
11160 - Jasper Avenue  
EDMONTON, Alberta  
T5K 0L2  
Phone: 427-2940

French

03 Curriculum Specifications for the Following:

Francais - 6e année	(April/84)
Francais - 9e année	(Nov/84)
Francais - 12e année	(Aug/85)
Biologie	(July/83)
Chimie	(July/83)
Mathematiques	(July/83)
Physiques	(Aug/84)
Science - 9e année	(Feb/85)
Etudes Sociales - 6e année	(Nov/84)
Etudes Sociales 30	(July/83)

INQUIRIES PERTAINING TO THE FOLLOWING REGULATIONS  
CAN BE OBTAINED FROM:

Legislative Services Branch  
10th Floor, West Tower  
Devonian Building  
11160 - Jasper Avenue  
EDMONTON, Alberta  
T5K 0L2  
Phone: 427-2041

Department of Education Act - School Grants Regulations  
Regulations Under Department of Education Act  
School Act - School Foundation Program Fund Regulations  
Regulations Under School Act - School Forms Regulations  
Regulations Under School Act - Other



**THE FOLLOWING RESOURCE MATERIALS CAN BE OBTAINED FROM:**

**Planning Services Branch**  
5th Floor, East Tower  
Devonian Building  
11160 - Jasper Avenue  
EDMONTON, Alberta  
T5K 0L2  
Phone: 427-2991

- 03 Programs for Gifted Pupils In Edmonton Catholic Elementary Schools: An Evaluation of School Based Identification and Education Procedures
- 03 Alberta Public and Separate School Provincial Enrolment Projections 1985-1995
- 03 A Study of School Board Fiscal Year Alternatives
- 03 Integrating Programming Into Mathematics - Math 20 - Final Report
- 03 Integrating Programming Into Mathematics - Math 20
- 03 Instrumental Enrichment With Low Achieving Adolescents
- 03 Honors Programs In Senior High School
- 03 Evaluation of the Cape and Core Programs - Full Report
- 03 Evaluation of the Cape and Core Programs - Summary Report
- 03 Information Package, the Management of Education In Alberta - E. J. Ingram (Departmental Use Only)
- 03 Program Policy Manual - Third Edition
- 03 Evaluability Assessment of Library Services
- 03 Opportunity for Renewal - Lac La Biche (Departmental Use Only - Confidential)
- 03 Policy/Program Monitoring Handbook Special Needs Programs
- 03 Microcomputer Learning Project - Willow Creek School Division No. 28
- 03 Assessing Cognitive Levels in the Classroom - Calgary Board of Education
- 03 Planning for an Evaluation of Teaching Performance Volume I - A Manual of Guidelines
- 03 Planning for an Evaluation of Teaching Performance Volume II - Teacher Effectiveness: Annotated Bibliography and References
- 03 Planning for an Evaluation of Teaching Performance Volume III - Evaluation Procedures: Annotated Bibliography and References
- 03 Planning for an Evaluation of Teaching Performance Volume VI - Summaries of Instruments for Use in Evaluating Teaching Performance

**THE FOLLOWING PUBLICATIONS ARE AVAILABLE FROM:**

**School Buildings Services Branch**  
9th Floor, West Tower  
Devonian Building  
11160 - Jasper Avenue  
EDMONTON, Alberta  
T5K 0L2  
Phone: 427-2973

- 03 Expandible-Contractible Core School
- 03 Operational Information on the School Buildings Services Branch and the School Buildings Board (Oct/83)
- 01 School Buildings Tendering Regulation (Alberta Regulation 333/77)



THE FOLLOWING PUBLICATIONS ARE AVAILABLE FROM:

School Business Administration Branch  
6th Floor, West Tower  
Devonian Building  
11160 - Jasper Avenue  
EDMONTON, Alberta  
T5K 0L2  
Phone: 427-7235

- 01 Blank Audited Financial Statement Form: School Boards  
Early Childhood Services  
- Private Operators  
Private Schools  
- Category 1 and 2
- 01 Blank Budget Report Form: School Boards  
Early Childhood Services - Private Operators  
Private Schools - Category 1 and 2
- 01 Blank Supplementary Requisition Form: School Boards
- 02 Guidelines for the Preparation of the above sent with the forms
- 03 Early Childhood Services Financial Report (1982-83)
- 03 Financial & Statistical Report of School Boards (1983)
- 02 P.A.B. Classification and Coding Manual;  
December 1985 Revisions: School Boards

SCHOOL JURISDICTION BOUNDARY MAPS ARE AVAILABLE FROM:

Energy and Natural Resources  
Map Distribution and Sales Branch  
2nd Floor, Petroleum Plaza  
9945 - 108 Street  
EDMONTON, Alberta  
T5K 2G6  
Phone: 427-3520



## NEW DOCUMENTS TO BE PUBLISHED FOR 1986

Accounting 10 - 20 - 30 (Teacher's Manual)  
Advisory Manual on Early Childhood Services (1986)  
Art 11 - 21 - 31  
Basic Business 20 - 30 (Teacher's Manual)  
Business Education 10 - 20 - 30 (Teachers' Manual)  
Business Education Manual for Administrators, Counsellors and Teachers  
Bridges to Learning: Parent Involvement  
Computer Processing 10 - 20 - 30 (Teacher's Manual)  
Education Today (News Bulletin) - June Edition  
English as a Second Language - Basic English (10A)  
- Language Development Across the Curriculum (10B)  
- A Transition Course (10C)  
French as a Second Language: Supplementary Learning Resources Manual  
German - Two Year, Junior High Program  
Health & Personal Life Skills - Junior High  
Health & Personal Life Skills (Teacher Resource)  
Home Economics - Junior High  
Language Arts - Junior High  
Law 20 - 30 (Teachers Manual)  
Music: Choral/Instrumental/General - Junior High  
Office Procedures 20 - 30 (Teacher's Manual)  
Physical Education - Secondary  
School Buildings Branch Special Projects  
Shorthand 20 - 30 (Teacher's Manual)  
Typewriting 10 - 20 - 30 (Teacher's Manual)

### French Publications

Auto-evaluation: Un manuel à l'usage du personnel d'ECS (Self-Evaluation 1983)  
 Biologie 10 - 20 - 30  
 Comment évaluer votre programme d'early Childhood Services (How to Evaluate  
 your ECS Program 1984)  
 Traitement de l'information (Computer Processing 10 - 20 - 30)  
 Programme d'études Amendments (1985) - Élémentaire  
 - Secondaire 7 - 8 - 9  
 - Secondaire 10 - 11 - 12

### Ukrainian Publications

Music (1 - 3)



## REQUEST FOR PUBLICATIONS ORDER FORM

Phone: 427-7224/7586

Date: \_\_\_\_\_

Please Send The Following Publications To:

School Name:

School District: \_\_\_\_\_

Address:

Contact Person:

Phone No.: \_\_\_\_\_

REQUESTING AUTHORITY

Name: \_\_\_\_\_ Signature: \_\_\_\_\_

Superintendent's Authorization: \_\_\_\_\_

LA 418 A3 A2753 1986  
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